

MARINE RESERVE FORCE, FMF, USMCR

4400 DAUPHINE STREET NEW ORLEANS, LOUISIANA 70146-5400

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From:

Commanding General

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Subj: FORMAL SCHOOL TRAINING MANAGEMENT GUIDE

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(a) MCO P1200.7M

(b) MCO 1553.3

(c) MCO P1001R.1G

(d) MCO P1510.94

(e) NAVMC 2771

Encl:

(1) LOCATOR SHEET

Purpose. To establish guidelines promoting unit "user level" steps for requesting formal school quotas within the Marine Reserve Force (MARRESFOR) per the references.

2. Action

- Unit Commanders shall implement and adhere to the procedures in this Manual.
- The MARRESFOR, G-3 Training Officer provides coordination and management oversight of the formal school program set forth in this Manual, the references, and other governing directives.
- Recommendations. Recommendations concerning the contents of the Formal School Training Management Guide are invited. recommendations will be forwarded to the Commanding General, MARRESFOR via the appropriate chain of command.
- Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.
- 5. Certification. Reviewed and approved this date.

Chief of Staff

DISTRIBUTION:

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FORMAL SCHOOL MANAGEMENT GUIDE

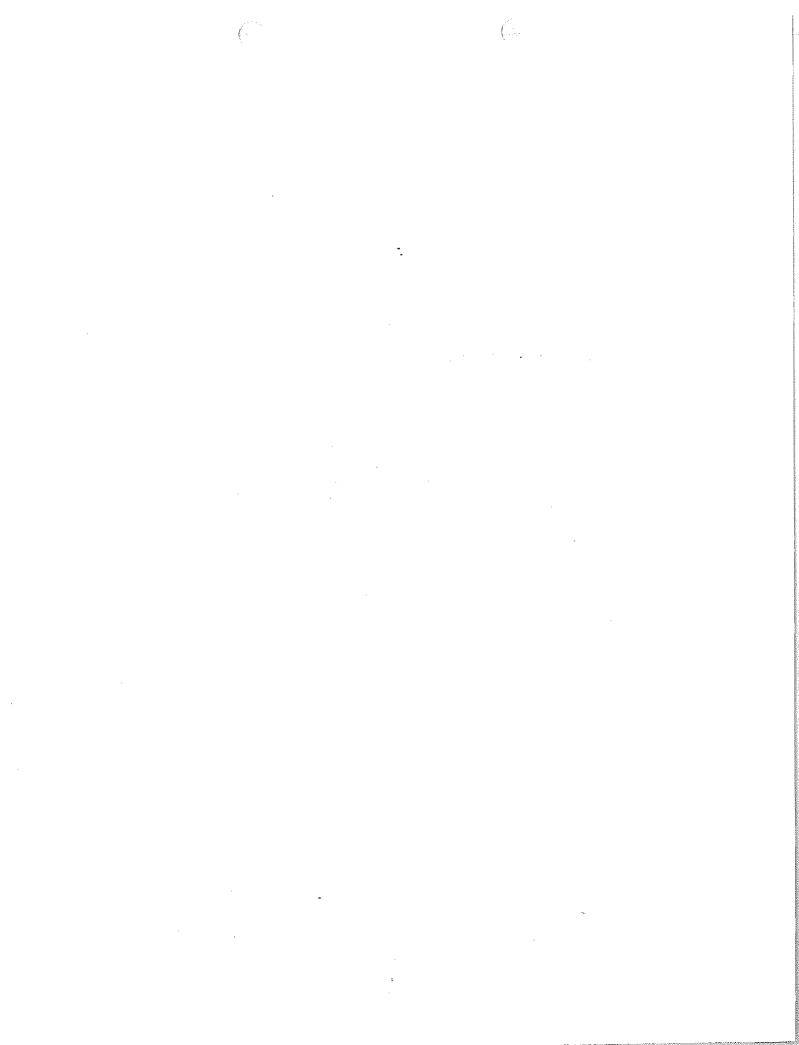
INTRODUCTION

0001. <u>PURPOSE</u>. This Manual is a tool for use by Selected Marine Corps Reserve (SMCR) Training Chiefs for requesting formal school quotas and for assigning personnel on official orders to formal schools. Higher Headquarters directives, combined with this Manual, provide unit commanders and training managers the information needed to understand and execute the MARRESFOR training system at the unit level.

OOO2. OBJECTIVE. The Reserve component of the Marine Corps Total Force is a vital element in our nation's defense. In meeting the challenge of maintaining combat readiness, units and individuals in the SMCR train to the same standards as the Active Duty Marine Corps. Formal schools are the basis for Military Occupational Specialty (MOS) qualification training and Professional Military Education (PME). SMCR unit combat readiness depends upon sound management of training quotas and formal school assignments.

0003. <u>BACKGROUND</u>. Since the Marine Corps Reserve consists of citizen Marines serving voluntarily, MARRESFOR training must retain flexibility. This is essential for effective management of personnel and to accommodate civilian employment. Commanders must ensure Marines are afforded every opportunity to attend formal schools in order to promote career growth. As a general rule, training needs and requirements of each Marine have priority over operational commitments.

INFORMATION. Units and individuals of MARRESFOR are subject 0004. to the operational control of Active component Marine Forces by the direction of the Commandant of the Marine Corps. The Commanding General, MARRESFOR exercises peacetime command, control and resource allocation for SMCR units, the Pretrained Individual Manpower (PIM), the Individual Ready Reserve (IRR), the Standby Reserve, and the Retired Reserve. SMCR Major Subordinate Commands (MSCs) include the 4th Marine Division (4th MarDiv), 4th Marine Aircraft Wing (4th MAW), 4th Force Service Support Group (4th FSSG) and Marine Corps Reserve Support Command (MCRSC). Training management responsibility for Force Level SMCR units and Marine Expeditionary Brigade Command Elements rests with MARRESFOR; although, specific formal school training management tasks are delegated to the 4th MarDiv, 4th MAW, 4th FSSG, MCRSC, 2d Marine Expeditionary Brigade, and 3d Marine Expeditionary Brigade in order to achieve manpower efficiency. MSC for training the PIM Reservist is MCRSC. Individual Mobilization Augmentees (IMAs) are the only category of PIM classified as SMCR. Initial Active Duty for Training (IADT) of SMCR newly joined personnel is accomplished as part of the manpower accession process at HQMC.



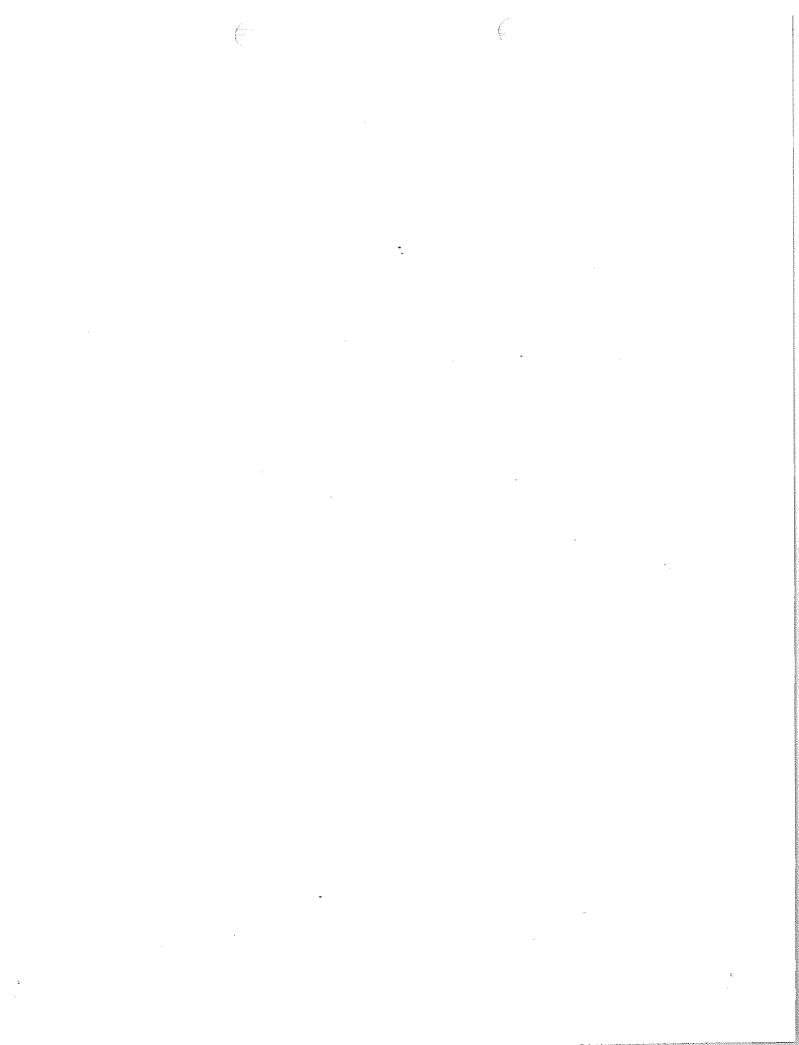




CHAPTER 1

MARINE RESERVE FORCE UNITS

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CHAPTER 1

MARINE RESERVE FORCE UNITS

- 1000. <u>PURPOSE</u>. This chapter describes Marine Reserve Force (MARRESFOR) Formal School Training Management program. It is designed to assist unit commanders and their training chiefs in acquiring formal school quotas for post-entry level Marines. Formal school assignments for initial entry Marines that provide MOS, is a function of the recruiting/accession process at HQMC.
- 1001. SCOPE. The MARRESFOR (G-3T), 4th MarDiv (G-3T), 4th MAW (G-3T) and 4th FSSG (G-3T) are the quota managers for formal schools and related training, and are the only authorized agencies to obtain school quotas for their respective subordinate units. Formal school training priorities in order of importance are:
- 1. MOS Qualification Schools.
- 2. Career Level Schools.
- 3. MOS Enhancement Schools.
- 4. Others.
- 1002. PROCEDURES. Step-by-step procedures for obtaining formal school seats are listed below.
- 1. The unit commander identifies a school training requirement.
- 2. The unit's training section searches the By Name Assignment (BNA) for desired course dates.
- 3. The unit's training section submits a training request to their respective MSC's (G-3T). MARRESFOR Headquarters personnel will submit requests to their respective training officer. The following message format will be utilized for requesting all schools and courses.
- a. Complete Name, Rank, SSN, MOS, Component (USMCR and/or FTS, USMCR), DOR, ECC, alternate nominee, ID woman Marines with "W" prior to SSN. (Do not send separate message for each individual if all nominees are for same course.)
 - b. Unit's zip code/duty zip code, Reservist's home address.

- c. Schools/course, Course ID (CID), Class Number and Code Data Processor (CDP), dates/location (nominee must be submitted 60 90 days prior to Class Convening Date (CCD)).
 - d. Security clearance (ENTNAC/SBI, date completed).
- e. Travel information, cost of air fare (POV or GOVAIR), POV authorised only on request, rental car (state reason).
- f. Ensure Marine meets all prerequisites for Course (CRS) (NAVMC 2771), physical/weight and height standards as set forth in MCO 6100.10B, and has the appropriate issue of uniforms (for aviation school request, a listing of prior aviation schools attended. Fax copy of Page 8 and FTS contract).
- g. Justification for requesting school is mandatory. Short fuse requests need justification for late submission. Modification to quotas will not be considered if received less than 30 days prior to CCD.
- h. Type of duty requested: Temporary Additional Duty (TAD) for Active Duty and FTS, Active Duty for Training (ACDUTRA), Alternate Annual Training (ALT AT).
 - i. Cost of training (pay/allowance/per diem/rental car).
 - j. Quarters/Messing Information.
 - k. Unit Printer ID#.
- 4. The MSC's (G-3T) will validate school requests through the Occupational Field Sponsor.
- 5. If the request is disapproved, the MSC (G-3T) will send a "regret" notification to the unit.
- 6. If a requirement is validated, the MSC (G-3T) will search the BNA for available school dates and enter the nominee into the BNA system. Confirmation will be sent to the unit. All formal schools dates may be viewed by the unit through BNA.
- 7. For schools which do not fall in the BNA system, the MSC (G-3T) submits a training request to Quota Control (MCCDC/EAMTMU/LANT/PAC, etc.) for school seat approval. Once Quota Control approves a school seat, the MSC (G-3T) sends a confirmation notification to the unit.

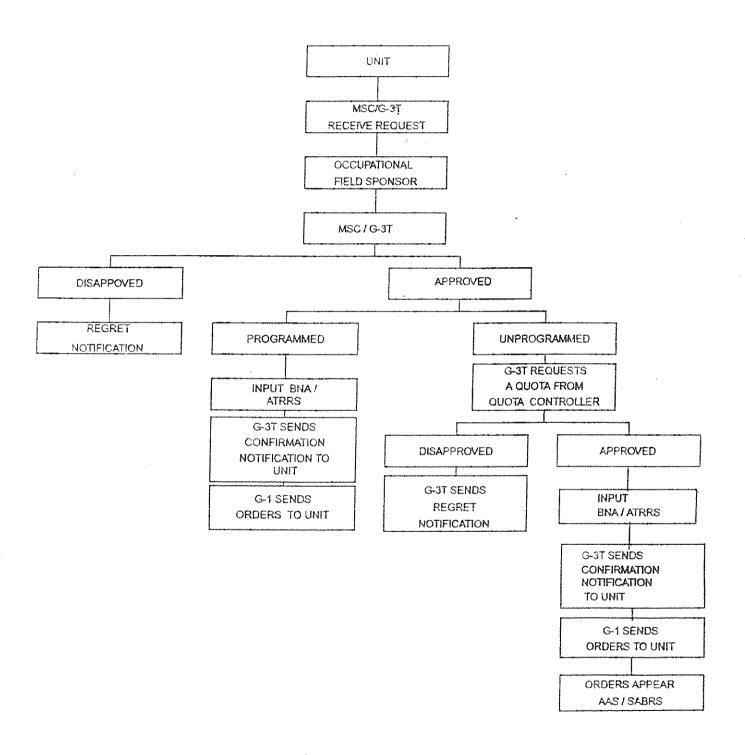


Figure 1-1.--Training Requests Flow Chart.

1003. ADMINISTRATION

- 1. MARRESFOR (G-1), generates, authenticates, and sends orders to the unit. The appropriation data is sent to the unit through the Standard Accounting, Budgeting and Reporting System (SABRS) for Active Duty, and through the Automated Assignments System (AAS) for Reserves.
- 2. The using unit must monitor the progress of their nominee during all phases of orders execution to include their arrival at school, progress during school, and administrative considerations while at school.
- a. The MSC will be notified by the unit if a student fails, is injured at school, requests extension of orders, graduates or the student graduates with honors.
- b. The unit must ensure that the attendee liquidates orders within 3 working days of the course completion date and a copy of the liquidation orders is sent to the MSC (G-3T).
- 3. After successful course completion, the unit ensures appropriate service record book entries are completed.
- 1004. <u>ILLUSTRATION</u>. Figure 1-1 illustrates the MARRESFOR Training Requests Flow Chart.

CHAPTER 2 RESERVE OFFICER PROFESSIONAL MILITARY EDUCATION

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CHAPTER 2

RESERVE OFFICER PROFESSIONAL MILITARY EDUCATION

- 2000. <u>PURPOSE</u>. This chapter establishes step-by-step guidelines for SMCR, IMA, and IRR officers to obtain formal school quotas. Used properly, this chapter will achieve the training goals of Headquarters Marine Corps for the Reserve Component.
- 2001. <u>SCOPE</u>. The guidelines in this chapter are exclusively for training quota management of the following: SMCR, Full-Time Support (FTS), IRR and IMA Officer Professional Military Education (PME).

2002. PROCEDURES

- 1. The following are step-by-step procedures for obtaining PME formal school quotas for Reserve officers:
 - a. CMC will release an ALMAR addressing Officer PME.
- b. MCRSC will address a letter to all Reserve officers requesting application via the appropriate chain of command to the subject PME school.

c. Application Submission Process

(1) IRR/IMAs:

- (a) Fill out the application and return it with a photograph to MCRSC. MCRSC will screen all applications for accuracy and assure the applicant meets all necessary prerequisites.
- (b) If the applicant fails to meet prerequisites, MCRSC will send the application back to the Marine with an explanation of why the Marine is denied acceptance.
- (c) If the applicant is accepted, MCRSC forwards it

(2) SMCRs:

- (a) Submit applications via the chain of command.
- (b) The parent command will review applications for accuracy and assure the applicant meets all necessary prerequisites.

- (c) The parent Command forwards the application to CMC (RAM-4).
- (3) CMC will convene a PME selection board to select qualified applicants.
- (4) CMC sends results of the PME selection board via message to all Commands.
- (5) CMC will send a letter with the selection board results to all selectees. Included with the letter is a travel questionnaire to be filled out by selectees and returned to MCRSC.
- 2003. <u>ADMINISTRATION</u>. Three tracks are used in issuing orders depending on the status of the Marine.

1. FTS

- a. CMC will notify the Marine via ALMAR and MCRSC will send a message to the unit authorizing the nominee to attend school.
- b. The unit is responsible for planning, programming and budgeting for FTS formal schools. That unit will fund travel, per diem and generate orders.
- c. After course completion, the unit will process and liquidate orders.

2. SMCR

- a. MCRSC will send a message to the unit with appropriation data and authorization for the nominee to attend school.
- b. The unit will generate orders and coordinate all travel and pay related matters.
- c. The unit will process travel claims and liquidate orders after course completion.

3. <u>IRR/IMA</u>

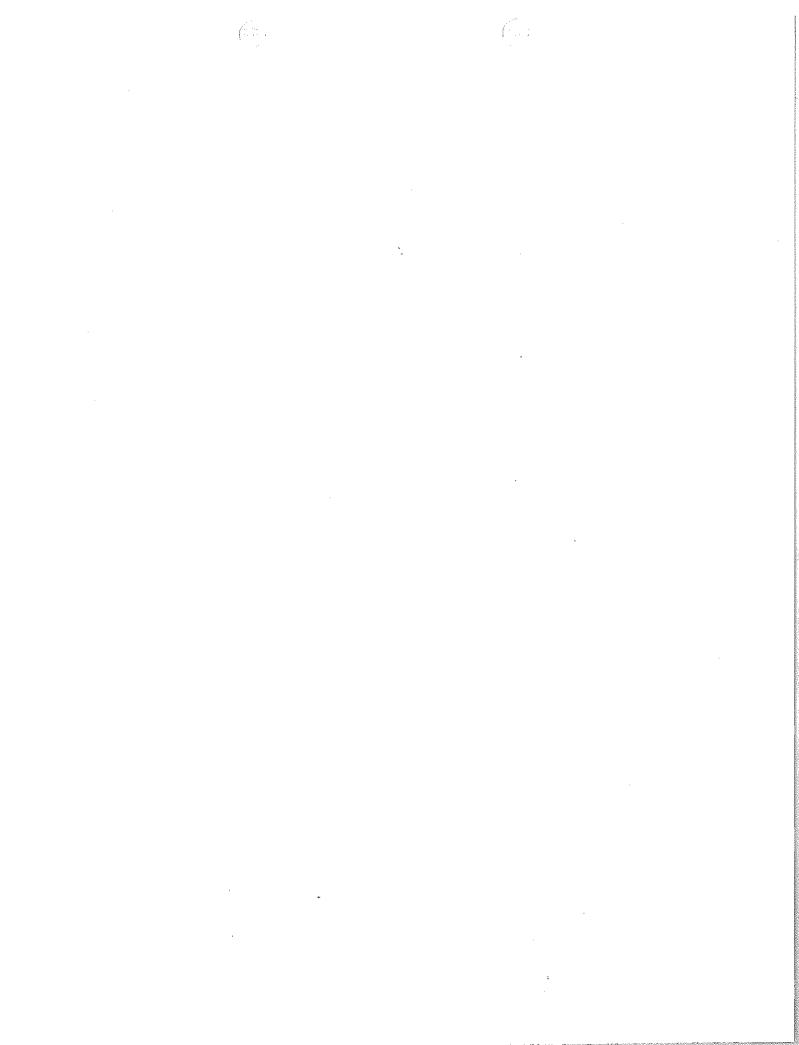
- a. MCRSC generates orders, obtains advance per diem (time permitting), and coordinates travel arrangements as necessary. Orders and arrangements will be sent to the nominee.
- b. Travel claims and orders will be submitted to MCRSC for liquidation.

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- c. After successful course completion, MCRSC ensures the appropriate service record book entries are completed.
- 2004. POINT OF CONTACT. The MCRSC (MTD-7A) is located in Overland Park, KS at commercial telephone number 1-800-255-5082, ext. 7780.

CHAPTER 3 PRIOR SERVICE TRAINING ASSIGNMENT (PSTA)

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CHAPTER 3

PRIOR SERVICE TRAINING ASSIGNMENT (PSTA)

- 3000. <u>PURPOSE</u>. This chapter establishes guidelines for MARRESFOR unit commanders and training chiefs in the assignment of prior service personnel to formal schools. The purpose of Prior Service Training Assignment (PSTA) is MOS qualification of prior service USMCR joins.
- 3001. SCOPE. This chapter will provide guidance for retraining prior service personnel lacking the required Military Occupational Specialty (MOS) to fill a specific billet on a Table of Organization (T/O) within 18 months of joining a SMCR unit. This is not a second increment IADT.
- 3002. <u>PROCEDURES</u>. The following are step-by-step procedures for obtaining training school quotas.
- 1. The Unit Commander identifies a school training requirement and screens the Marine prior to requesting a school seat to ensure that all prerequisites are met per references (a) and (d). The following prerequisites are required:
- a. Component code must be KA or KF. KA is a prior service non-obligated reservist that has completed the statutory eight years or upon release from continuous active duty of two or more years, or upon completion of mandatory drill in a SMCR unit as a B5, K4, K8, or K9 reservist. KF is a SMCR member within the Individual Mobilization Augmentee (IMA) program.
 - b. Rec Stat: O.
- c. ERRS: The Expiration of Ready Reserve Status (ERRs) is 1 year from school completion date if the school is more than 31 days but less than 20 weeks. The ERRS is two years from the school completion date if the school is over 20 weeks, and the unit will ensure that a Separate Written Agreement to Train (SWAT) is signed. A SWAT is a contractual agreement between the Marine Corps and the non-obligated participant (enlisted) which obligates the Reservist to participate in Reserve training in the SMCR. The obligation is incurred upon assignment to a formal school in excess of five weeks.
 - d. BMOS: Must match.
- e. PMOS: The Marine must be assigned a basic MOS for the billet.

- f. ASVAB Scores: References (a) and (d) lists required ASVAB scores for certain MOS's.
- g. Security Clearance: References (a) and (d) lists required security clearances for certain MOS's. Waivers are not accepted for clearances.
- h. Verification the Marine possesses the required uniforms prior to attending the school.
- i. The Marine must meet the weight/height standards as set forth in MCO 6100.10B.
- j. Requests are required 90 days prior to Course Convening Dates (CCD). List primary and alternate dates that the Marine is available in order to increase quota chances.
- k. OJT MOS: MOS's authorized as Managed On-The-Job Training (MOJT) in reference (a) will not be approved for a formal school.
- 2. The unit will request a school seat via message to MARRESFOR (G-3T PSTA). In addition to the above information, the name, grade, SSN of the nominee, MOS requested, nominee's availability, and a copy of SF 88 (if a vision requirement exists) will be included.
- 3. MARRESFOR (PSTA) will screen the Marine from REMMPS.
- 4. MARRESFOR (PSTA) will check the Training Quota Memorandum (TQM) for class dates, call MCCDC (C-463) for the school quota, and enter the Reservist's name into the BNA.

3003. ADMINISTRATION

- 1. Appropriation data is issued to the unit through the Automated Assignments System (AAS) by MARRESFOR (G-1). Orders will be issued by the unit.
- 2. The Reservist will report as directed per their orders. The Reservist is authorized one day travel. All travel will be commercial unless POV is authorized and is deemed to be more advantageous to the government.
- 3. The unit must monitor the progress of their nominee during all phases of order execution to include their arrival at school, progress during school, and administrative considerations while at school.
- a. The MARRESFOR (PSTA) will be notified by the unit if a student fails, is injured at school, requests extention of orders, graduates, or graduates with honors.

- 4. After course completion, the Reservist will return to the unit. Travel claims and orders are liquidated by the unit. The administrative section will ensure appropriate record book entries are completed.
- 3004. <u>ILLUSTRATION</u>. Figure 3-1 illustrates the PSTA Formal School Request.

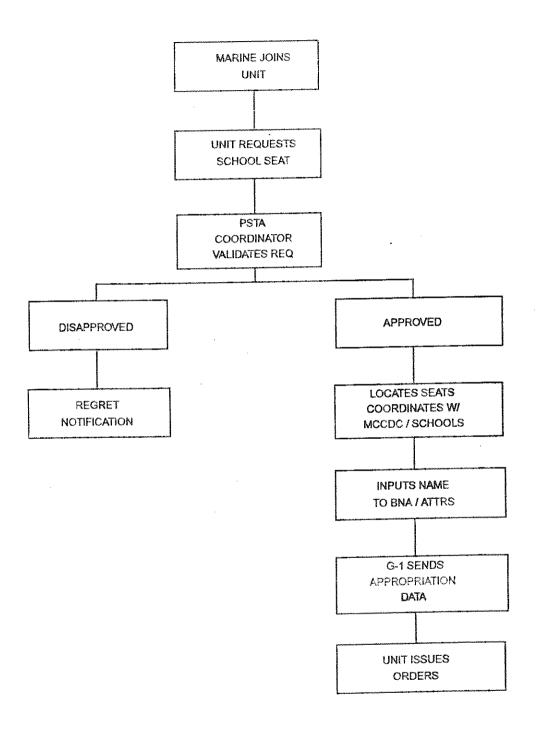
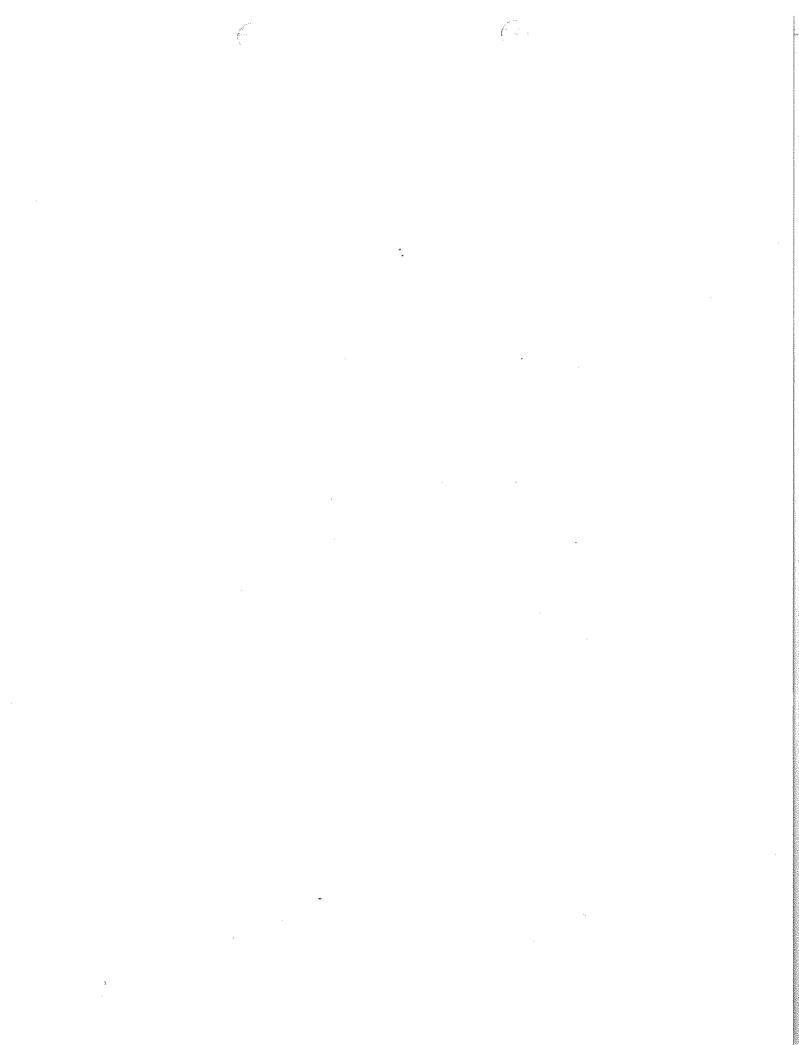


Figure 3-1. -- Prior Service Training Assignment Request.

CHAPTER 4 ENLISTED PROFESSIONAL MILITARY EDUCATION

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CHAPTER 4

ENLISTED PROFESSIONAL MILITARY EDUCATION

- 4000. PURPOSE. This chapter establishes guidelines for training chiefs to program and request Professional Military Schools, (i.e. SNCO School, Sgt School, etc.).
- 4001. SCOPE. The MARRESFOR SgtMaj is the quota manager for PME schools for all enlisted MARRESFOR Marines. MSC's will coordinate with MARRESFOR (G-3T) and SgtMaj for enlisted PME school quotas.

4002. PROCEDURES

- 1. The Unit Commanders will follow the below steps for obtaining PME school seats.
 - a. Enlisted PME courses are advertised by an ALMAR by CMC.
- b. The Unit Commander submits training requests to their respective MSC's (G-3T) with copy to the MSC (SgtMaj), and G-3T in turn will submit the nominees to MARRESFOR (G-3T) for consolidation and submission to the appropriate school.
- c. The respective SgtMaj's will screen and complete the Command Screening Checklist (see figure 4-1). MARRESFOR will submit a consolidated nominee list to the appropriate schools.
- 2. For MARRESFOR Headquarters personnel, requests will be submitted to the Headquarters Battalion SgtMaj for screening and completion of the Command Screening Checklist and returned to the respective MSC (G-3T) for proccessing. MARRESFOR (G-3T) will consolidate these requests for submission. The following message format will be utilized for requesting all training requests:
- a. Complete Name, Rank, SSN/MOS, Component (USMCR and/or FTS, USMCR), DOR, ECC, Alternate Nominee, ID woman Marines with "W" prior to SSN. (Do not send separate message for each individual if all nominees are for same course).
 - b. Unit's zip code/duty zip code, Reservist's home address.
- c. Schools/course, Course ID (CID, Class Number and Code Data Processor (CDP), dates/location (nominees must be submitted 60 90 days prior to Class Convening Date (CCD)).
 - d. Security clearance (ENTNAC/SBI, date completed).

- e. Travel information, cost of air fare (POV or GOVAIR), POV authorized only on request, rental car (state reason).
- f. Ensure Marine meets all prerequisites for Course (NAVMC 2771), physical/weight and height standards as set forth in MCO 6100.10B, and has the appropriate issue of uniforms (for aviation school request, a listing of prior aviation school attended. Fax copy of Page 8 and FTS contract).
- g. Justification for requesting school is mandatory. Short fuse requests need justification for late submission. Modification to quotas will not be considered if received less than 30 days prior to CCD.
- h. Type of duty requested: Temporary Additional Duty (TAD) for Active Duty and FTS, Active Duty for Training (ACDUTRA), Alternate Annual Training (ALT AT).
 - i. Cost of training (pay/allowance/per diem/rental car).
 - j. Quarters/Messing information.

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k. Unit Printer ID#.

4003. ADMINISTRATION

- 1. The unit issues orders to the individual for PME courses.
- 2. Units must monitor the progress of their nominee during all phases of orders execution. The MSC's will be notified by the unit if a student fails, is injured at school, requests extension of orders, graduates, or graduates with honors.
- 3. After successful course completion, the unit must liquidate the orders within 3 working days of the course completion date.

 Appropriate service record book entries will be completed at this time.
- 4004. <u>ILLUSTRATION</u>. Figure 4-1 illustrates the Command Screening Checklist.

COMMAND SCREENING CHECKLIST

1. Purpose: To assist i Marines for resident enlike. 2. Information: PME sche order to preclude Marines is necessary that parent of enrollment prerequisites schecklist. 3. Action: One copy of the on the left side of the Marines of the checklist will be dest	cols are not screening from being turned away commands ensure their Met forth in MCO P1553.	institutions. In upon arrival, in arrival, in arrival, in arrival arrival arrival and this upon will be placed
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UNIT:		
Prerequisite 1. Appropriate grade. If not, explain. 2. Agreement to serve the minimum obligated servi of 1 year upon completi of school (NAVMC 2771). 3. Successful completion of appropriate non-resident program. 4. Meets fitness standards (MCO 6100.3). Physically capable of participation	Program: Date Compl	
in a progressive physical readiness program. 5. Full duty status. Medically qualified to participate in a progressive physical readiness program.		

Figure 4-1.--Command Screening Checklist.

COMMAND SCREENING CHECKLIST

5.	Meets height/weight standards (MCO 6100.10). Indicate approved alternate weight if applicable.	/	Alternate Wt:	
7.	No existing family or financial hardships.			
8.	Possesses appropriate uniforms for the course. Uniform requirements for each course will be provided by the school.			
Serç	geant Major/SNCOIC Date	Command	ling Officer/OIC	Date



To:

Lina S Wall/G-1/MARFORRES@MARINES

Lerae S Stanton/G-3/MARFORRES@MARINES Subject: Re: ANNUAL REVIEW OF FORCE ORDERS

Status added. MSgt Polleck

------ Forwarded by Charles E Polleck/G-3/MARFORRES on 08/11/98 10:54 AM ------



Lina S Wall

08/11/98 10:44 AM

To:

Charles E Polleck/G-3/MARFORRES@MARINES

CC:

Natarsha P Williams/G-1/MARFORRES@MARINES, Renee D Harris/G-1/MARFORRES@MARINES

Subject: Re: ANNUAL REVIEW OF FORCE ORDERS

Can you please specify if the below orders are being revised or are they current?

For O 1300.4A (Air Officer and Foward Air Controller Assignments) Current

ForO P1500.3 (Formal School Trng Mgmt Guide) Under Revision

ForO P1540.3 (SOP for Training) Under Revision.

ForO 3440.1 (Disaster Preparedness Plan) Current

ForO 3500.5 (MCCRES) Under Revision

ForO 5750.2 (Command Chronology) Current

ForO 6200.1 (Semper Fit 2000) Under Revision

-- Forwarded by Lina S Wall/G-1/MARFORRES on 08/11/98 10:39 AM ------

Charles E Polleck 08/05/98 11:06 AM

To:

Lina S Wall/G-1/MARFORRES@MARINES

Subject: Re: ANNUAL REVIEW OF FORCE ORDERS

Canx: ForO 3000.1, SOP for SORTS

ForO 3500.3, Parachute & Diving Policy & Program ForO 3591.2, High Shooter Recognition Program.

All other G-3 sponsered ForO are current and/or being revised.

MSgt Polleck

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